

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON**
FORT SAM HOUSTON, TEXAS 78234-5014



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 21

26 May 05

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Jun 05 to 31 Jul 05—USAG

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Personnel Services at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

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5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485)

6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

7. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING: IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

13 Jul 05	0900-1000	Blesse Auditorium
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28 Sep 05	0900-1000	Blesse Auditorium
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The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-GSO/1-8200/8199)

8. AMMUNITION INVENTORY CLOSURE: The Ammunition Supply at FSH and Camp Stanley will be closed for 100% inventory 23-27 May 05. There will be no ammunition issues or turn-ins during that time frame. Business will resume as usual on 31 May 05. The POC for this action is Mr. Charles M. Sneed at 221-4575.

9. ETHICS TRAINING: PLEASE NOTE THAT ALL ETHICS CLASSES SCHEDULED FOR EVANS THEATRE AFTER THE 1 JUNE CLASS ARE CANCELLED. Future Ethics classes will all be scheduled for Blesse Auditorium. As soon as I am able to schedule those classes, I will let you know. For now, the remaining ethics schedule is as follows: The Secretary of the Army has directed all Soldiers and Army civilian employees attend one ethics training session annually. The Ethics Training Schedule for 2005 is set forth below. No reservations are required. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S and FSH, at 221-2373/0485. This office will maintain sign-in rosters for commanders and supervisors to verify attendance of their employees. You can access the sign-in rosters by opening the Adobe Acrobat Reader and opening the SJA Ethics Roster on the G drive.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Day</u>	<u>Location</u>
1 June	0900 hrs	1000 hrs	Wednesday	Evans Auditorium
21 June	0900 hrs	1000 hrs	Tuesday	Blesse Auditorium
29 July	0900 hrs	1000 hrs	Friday	Blesse Auditorium

10. CONTEMPORARY PROTESTANT SERVICE: The Chapel is starting a Contemporary Protestant Service in August 05. We are looking for families interested in helping with Audio/Visual, Welcome, Refreshment, Publicity & Marketing, and Visitation Ministry Teams. If you are interested in joining this exciting opportunity from the ground up, please contact CH James Benson at 221-2755, CH Yvonne Hudson at 295-2096, or Robb Wood at 221-5428.

Worship is currently slated for 1100ish at the Installation Chaplain's Office.

11. WOMEN'S BIBLE STUDY SERIES: Becoming a Contagious Christian -June ONLY-Wednesdays AM 0930-1130.

Does the thought of "evangelism" cause you to break out in a cold sweat? Do you want to share your faith, but don't know how? Have you heard about Christianity and have questions? This summer session is just for you!

- ☐ Identify your own personal style of evangelism
- ☐ Watch model video vignettes of others sharing their faith
- ☐ Learn to build relationships
- ☐ Practice starting spiritual conversations
- ☐ Write out your own spiritual story
- ☐ Practice sharing your spiritual story with a partner in class
- ☐ Master the four major points of the gospel message
- ☐ Practice leading a friend "across the line" of faith
- ☐ Practice praying for salvation with a partner in class
- ☐ Learn answers to common objections to Christianity

Where: Dodd Field Chapel-(Exit post on Harry W., turn right on Winans by cemetery to get back on post, turn left just past youth center, before high school)

When: Every Wed. in June 9:30-11:30 a.m. Free Childcare Provided.

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12. CLAIMS AGAINST DECEASED PERSONNEL: For individuals with claims against or who are indebted to the late SGT Budeysky, Steven M., Alpha Company, 314 MI Battalion, Lackland AFB, please contact CPT Brad Johnson at 210-671-4766 during normal duty hours or e-mail brad.johnson@lackland.af.mil. (1/3)

13. FORT SAM HOUSTONS EXTRAVAGANZA: ATTENTION NEWCOMERS: MANDATORY Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. The next Newcomers' Extravaganza is scheduled at 0900 on 31 May 2005 at the Roadrunner Community Center. Everyone--soldiers, civilians, and family members--will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza.

For additional information, call the Army Community Service Relocation Assistance Program at 221-2705/2418.

14. DOWNTOWN WALKING TOUR: The Army Community Service Relocation Program and the USO are offering a Downtown San Antonio Walking Tour on 2 Jun 05, 0900 – 1300 hrs. We will meet at the Roadrunner Community Center at 0845 and transportation will be provided to the USO downtown. The tour will include the world-famous Riverwalk (Paseo del Rio), the Paseo del Alamo, Alamo Plaza, HemisFair Plaza, La Villita and, of course, the Alamo. Come and join us!

NOTE: You can register at ACS table at Newcomers' Extravaganza on 31 May 05 or call, ACS, Relocation Program at 12418.

15. ANTITERRORISM AWARENESS: AMEDDC&S & FSH Reg 190-5 requires that vehicle registration decals (DD Form 2220), Fort Sam Houston stickers, and expiration tabs be completely removed from privately owned vehicles under the following conditions:

- Sale, transfer or disposal of the vehicle
- Windshield replacement
- PCS overseas or ETS
- Civilian employment termination or transfer to another geographic area

Return remnants of vehicle registration decals, regardless of condition, to the Vehicle Registration Branch, Bldg. 367. Hours are Monday-Friday 0730-1545 (Closed on Federal holidays). For more information, call 221-2570 or 221-9205.

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**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
OFFICIAL COPY
FT SAM HOUSTON, TX**

**OFFICIAL:
EARNEST C. BRIDGES
Chief, Human Resources and Administration**

**DISTRIBUTION:
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